

Internship Agreement Form

Study and examination regulations for the Master of Science in Psychology Program
(FU-Mitteilungen Nr. 13/2021)

Student

Last name	
First name	Date of birth
Street	
Postal Code, City	Matriculation Number
Phone	
E-Mail	

I herewith confirm that the intended work experience is part of the compulsory hours of practical training required by the study guidelines mentioned above.

Place and date:

Signature of intern/trainee: _____

Host Organization Information

Institution	
Street	
Postal Code/City/Country	
Phone	
E-Mail	
Website	
Expected time period (dates): From	to
Total nr of hours	
Monetary compensation	
Name of supervisor (Must hold an M.Sc. or equivalent in Psychology)	

I herewith confirm that the work experience meets the criteria for an internship as stated on the reverse side.

Place and date:

Signature of supervisor: _____

Approval of coordinator at Freie Universität Berlin

Place and date:

Signature of coordinator at faculty: _____

Please submit to:

Department of Education and Psychology, Examination Office M.Sc. of Psychology, **Frau Orlovic, KL 24/221c**,
Habelschwerdter Allee 45, 14195 Berlin, Germany. Phone: +49 30 838-55637, E-Mail: master@psychologie.fu-berlin.de

Criteria for Internship Approval

In order to have students' work experience approved as part of the practical training required in the Bachelor and Master of Science Psychology Programs at Freie Universität Berlin, the following criteria apply:

1. Psychological tasks

The internship is supposed to give students a realistic view of the scope of psychological tasks and duties. Tasks outside the psychological area (e.g., administrative and front desk tasks) may not be students' main duty (i.e., less than half of hours served).

2. Instruction by professional psychologist on location

Students may sit in on professional psychologists' duties on location and may perform basic psychological tasks under supervision. For psychological tasks, students are instructed and trained by the supervising professional psychologist and NOT by, for example, other interns.

3. Limited responsibility

Students may sit in on individual or group intervention sessions (e.g., group therapy, personnel training) and support staff.

They may NOT, however

- lead these sessions independently without supervision. Exceptions are, for example, relaxation and concentration training sessions or moderation of activities as part of workshops.
- be at any time the only psychological worker on location (e.g., health care center, clinic, personnel office).
- cover tasks essential to the functioning of the institution in a way that replaces an actual professional.

4. Research internship

Students may complete research internships at universities or other scientific research institutions. Criteria 1 to 3 have to apply. In case a research internship is the only practical training (only possible in M.Sc. program), students should take part in at least two stages of the research process (e.g., literature review, study design, data collection, data analysis, reporting).

5. Student assistant work as practical training

Work experience from a student assistant position can serve as practical training if criteria 1 to 4 apply.

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